

# Galveston County Youth Soccer Constitution

## ARTICLE 1: NAME

This club shall be known as Galveston County Youth Soccer.

## ARTICLE 2: PURPOSE:

The purpose of the Galveston County Youth Soccer (referred to GCYS throughout the rest of the document) shall be to develop, promote, and administer the game of soccer among the youth of the cities of Galveston, Texas City, Santa Fe, Dickinson and surrounding areas. This purpose shall include the recruiting of players, collecting of fees and sponsorship and any other legitimate activity appropriate to conducting a soccer program. Recruitment ages shall be limited to 4-18 years of age.

## ARTICLE 3: COLORS:

The representative colors of this club shall be determined as needed by the majority votes within the club during a regular business meeting. All teams registered under the GCYS shall adhere to these colors unless specified otherwise by the GCYS Board (referred to as the Board in this document). The Board must approve any color variations in advance.

## ARTICLE 4: AFFILIATION:

The GCYS will be affiliated with the Bay Area Youth Soccer Association (also known as BAYSA) and South Texas Youth Association (also known as STYSA) and any further affiliations derived from membership in either of these entities.

## ARTICLE 5: MEMBERSHIPS AND CLUB AREA:

Members are defined as GCYS coaches and parents of a registered child and/or children and active volunteers. Fees or dues for youth soccer players shall be established by GCYS and be sufficient to defray the cost of the program. GCYS fees or dues may change from time to time as warranted by expenses and experience. The club area shall be the geographic areas served by the Dickinson, Hitchcock, Galveston, La Marque, Santa Fe, and Texas City Independent School Districts. This combined geographical area is the operational area where facilities and practices should be located, but does not limit membership in GCYS. Players from other area's will be encouraged to play in clubs in the area in which they reside but will be eligible for membership in GCYS if they decide that is the best situation for them.

## ARTICLE 6: OFFICERS, DUTIES AND TERMS OF OFFICE:

The officers of the GCYS shall consist of a board with a President, Vice-President, Secretary, Treasurer, Registrar, Coach Development Director, Parks, Discipline & Protest Director, Uniforms, Scheduler, and Scorekeeper. The committee member's shall be as follow: Large Side Coordinator, Small Side Coordinator, Webmaster, Scheduler's, Assistant Registrar's, Publicity & Scholarship Director, Equipment, Tournament Director, Pictures Director, Referee Development Director, Fundraising & Sponsorship Director's, Competitive teams, In-house teams, and Spring Season. Under all of the coordinators & directors will be sub coordinators that will be implemented as needed. These officers shall comprise the directors of GCYS and shall meet monthly at the regular meeting, and these officers are authorized to represent GCYS between meetings of the club. The officers shall serve from January 1 until the election and qualification of their successors. (Revised 03/17/08)

GCYS Executive Board positions shall be two-year terms. The positions shall be organized in a rotation that will be comprised of odd and even years. (For example the President's term will end on a certain year but the Vice President's will not end till the next year, the VP will be there one more year.) This is to always assure that at least half of the board knows what is going on within the club. Executive board is President, Vice President, Secretary, Treasurer, and Registrar.

- A. DUTIES OF THE PRESIDENT: The president shall preside at all meetings of all nature and shall be general manager of the club. With approval of the Board of Directors, shall appoint such committees as may be required for the proper operation of GCYS, and shall appoint representatives to BAYSA and its committees as required.
- B. DUTIES OF THE VICE PRESIDENT: The Vice President shall act in the absence of the president with the same powers and authority and shall perform such other duties as may be assigned him by the president.
- C. DUTIES OF THE SECRETARY: The secretary shall keep the record of minutes of all meetings of GCYS,

shall attend to all club correspondence, and shall give notice to meetings when required and shall maintain records of GCYS. The secretary shall also be responsible for reserving any needed spaces or locations for club use.

- D. **DUTIES OF THE TREASURER:** The treasurer shall receive and account for all funds of GCYS, which shall be kept in a bank or banks designated by GCYS. The treasurer shall reimburse funds at the discretion of GCYS or as authorized by GCYS, shall present detailed reports of income and expenditures of current finances at the regular meetings, and shall prepare a written report annually for the annual meeting, which will depict the ending financial status and the transactions for the preceding year. The treasurer shall also at notice submit for review or audit all financial information for GCYS. The Treasurer shall inform the President of any expenditure's over the amount that is specified by the GCYS Board.
- E. **DUTIES OF THE COORDINATORS & DIRECTORS:** The Large Side, Small Side, & Sub Coordinators & Directors shall be responsible for the age groups to which they are elected. These duties shall include organizing work parties to be formed with volunteers from players' families, recruiting coaches, overseeing drafts, and working with the registrar on team formations. They will seek out and recruit any help needed. They shall be responsible for making sure that the coaches under them adhere to all duties appointed them. The coordinator shall be required to share in a timely manner all information pertaining to each team and coach in their age divisions and any other duties as may be assigned by the president. They shall report to either the large or small-sided coordinator regularly, whichever coordinator they fall under in age divisions.

## ARTICLE 7: ELECTIONS

Elections of officers of GCYS shall take place at the December meeting.

- A. **NOMINATIONS:** The president shall appoint a nominating committee at the October meeting to seek out qualified candidates for offices for the following year. Each member shall have the right to nominate candidates for any office. The nominating committee shall have the duty to ascertain from each nominee that if elected he will be willing to serve. The nominating committee shall report its results at the November meeting. Nominations from the floor may be made during the election held at the December meeting with the provision that persons nominated from the floor shall be present and affirm the willingness to serve if elected or such person shall have stated the intention in writing and this intent is presented to the President at the time the nomination is made.
- B. **ELECTIONS:** GCYS elections shall be by the members with each member present casting one vote, with normal voting by show of hands. At the request of any member present, voting shall be made by written secret ballot. In case of secret ballot, the president shall appoint a committee from those present to collect, tabulate, and report results of the balloting.
- C. **FILLING OF VACANCIES:** When a vacancy occurs in any of the offices of GCYS except the office of president, the president shall nominate a person to fill the vacancy with the approval by GCYS at the next regular meeting. Should GCYS fail to approve nominations the President shall select again and the process continue until a successor has been confirmed. When the office of President becomes vacant, the Vice President shall succeed to the office of president and the vacancy of Vice President shall be filled as above.

## ARTICLE 8: RULES OF PROCEDURE

Unless specifically called out in this constitution and Bylaws or state or national association rule, Robert's Rules of Order (Current Edition) shall apply to conduct GCYS business at regular or special meetings.

## ARTICLE 9: MEETINGS OF GCYS

The club shall meet regularly on a monthly basis. The president or majority of the board can call for a meeting at any time. Emergency meetings will usually be of little notice and will require all board to attend if possible.

- A. **REGULAR MEETINGS:** Regular meetings shall be scheduled at the regular time and place made known to each member. No notice of regular meetings shall be required unless a change of time or place is required. All coaches will be required to attend all GCYS meetings during playing seasons. They may send a representative if they are unable to attend but a representative cannot attend consecutive meetings- the coach must be at the next regular meeting. If the coach is unable to attend regular meetings he must come before the GCYS Board and state a reasonable reason why, if the board allows a season representative for said coach then the coach will be responsible for the representative attending all meetings during the playing season and for representative's behavior.
- B. **SPECIAL MEETINGS:** Special meetings may be called by the President and or a majority of the board of GCYS. At least 3 days notice shall be given so that members may attend. The special meetings shall take

up only the specified business for which the meeting is called. The board shall reserve the right to have a private board meeting if it is needed.

- C. EMERGENCY MEETINGS: In emergencies no notice will be given, the board member will simply be contacted as soon as possible and informed as to the time and place of the emergency meeting.
- D. QUORUM REQUIREMENTS: A quorum shall consist of the members present at any special or regular meeting. A majority of the governing board members who are in good standing shall constitute a quorum at all meetings of the governing board.
- E. VOTING: Each GCYS member shall have one vote.
- F. MINUTES OF MEETINGS: The secretary shall record suitable minutes of each regular or special meeting. Such minutes shall be presented by the secretary at the following meeting. Any corrections and additions shall require members to approve before acceptance. A complete set of minutes of the meetings shall be preserved by the secretary as part of GCYS records.

#### ARTICLE 10: AMENDING THE CONSTITUTION

The constitution may be altered, amended, or repealed by 2/3 of the members present providing that the amendment be presented to the club in writing at a regular meeting to be voted on at the next regular meeting.

#### ARTICLE 11: FINANCES

- A. REGISTRATION FEE: The club shall have the authority to determine appropriate registration fees to permit it to carry out its functions. These fees will cover such items as association, state, and national registration fees for players and coaches; office expenses which are authorized by the board of directors; publicity and public relations expenses for the promotion of GCYS and soccer activities; equipment and uniforms, trophies and awards; insurance and other items deemed appropriate by the club. Unless otherwise stated, these fees shall be determined by the board of directors prior to the registration of each new soccer season and will be collected at the time of registration.
- B. EXPENDITURES: Expenditures shall be paid by check or electronic fund transfer and said transaction shall require the signature of either of the following - President or Treasurer. Expenditures must be presented in form of an invoice before monies or a check will be issued. Exceptions are the reimbursement of approved expenses, and these require the receipts from the expense be accompanied by a GCYS expenditures form when submitted to the treasurer.
- C. NON-PROFIT STATUS: The club shall obtain and maintain a non-profit status with the Internal Revenue Service and shall be in accordance with BAYSA requirements'
- D. TAX EXEMPT STATUS: GCYS shall obtain and maintain exempt status from the Texas Sales Tax.
- E. COMPENSATION: All officers shall serve without pay or compensation.
- F. COMPENSATION OF SPECIAL EXPENSES: Compensation for expenses shall be available for extraordinary circumstances as seen needed by the GCYS President & Board.

#### ARTICLE 12: PRECEDENCE OF GCYS RULES:

In any case where any portion of the Constitution & By-Laws of the GCYS may conflict with the Constitution and Bylaws of Bay Area Youth Soccer Association or their parent organizations the latter shall prevail.

#### ARTICLE 13: FISCAL YEAR

The fiscal year of the club shall be the period beginning January 1 and ending on December 31 of each year.

#### ARTICLE 14: DISSOLUTION

Upon dissolution of the club, the Board of Directors shall, after paying or making provisions for payment of all outstanding liabilities of the club, transfer all remaining assets of the club according to the following terms and conditions:

- A. If the dissolution occurs within two years of the formation date of GCYS, the remaining assets shall be returned in the same proportions and kind as the original clubs brought into GCYS to non-profit youth soccer clubs forming or operating in the same geographic area.
- B. If the dissolution occurs after two years of the formation date of GCYS, the remaining assets shall be returned in three equal portions to non-profit youth soccer clubs forming or operating in the same geographic areas.
- C. If there are no non-profit youth soccer clubs forming or operating in the same geographic areas, then the remaining assets should be donated to non-profit or government entities for the express purpose of promoting youth soccer in the same geographic area.

## ARTICLE 15: CONFLICTS OF INTEREST

**PURPOSE:** The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director, member of the organization, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and or federal laws governing conflict of interest that is applicable to non-profit organizations.

### A DEFINITIONS:

- a) Interested Person: Any director, officer, or member, who has a direct or indirect financial interest, as defined below, is an interested person.
- b) Financial Interest: A person has a financial interest if the he/she has, directly or indirectly, through business, investment, or family:
  - i) An ownership or investment interest in any entity with which the club has a transaction or arrangement,
  - ii) Compensation has been arranged with the club or with any entity or individual with which the club has a transaction or arrangement
  - iii) A potential ownership or investment interest in, or arranged compensation with any entity or individual with which the club is negotiating a transaction of arrangement.
  - iv) Compensation includes direct or indirect payments received, as well as gifts or favors that are not insubstantial.
  - v) A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the board decides that a conflict of interest exists.

### B Procedures

- a) Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all facts that are material to the board.
- b) Determination of the Existence of a Conflict of Interest: After disclosure of the material facts of a financial interest and discussion with interested person(s), said person(s) shall leave the meeting of the board while determination of a conflict of interest is reviewed, discussed, and voted upon.
- c) Procedures for Addressing the Conflict of Interest:
  - i) An interested person may make a presentation to the board. After presentation, said person(s) shall leave the meeting during discussion of, and vote on, the transaction(s) or arrangement(s) involving the possible conflict of interest.
  - ii) The ranking officer of board shall, if necessary, appoint a disinterested person(s) to investigate alternatives to the proposed transaction(s) or arrangement(s).
  - iii) Upon exercising due diligence, the board shall determine whether the club can obtain with reasonable efforts, a more advantageous transaction or arrangement from an entity or person that would not give rise to a conflict of interest.
  - iv) If a more advantageous transaction or arrangement cannot be reasonably found of which a conflict of interest is not produced, then the board shall determine by majority vote of the disinterested board members. The disinterested board members shall determine if the transaction(s) or arrangement(s) is in the club's best interest, beneficial, and fair and reasonable. In compliance with the above determination, the board shall make its decision as to whether to enter the transaction(s) or arrangement(s).

### C Violations of the Conflicts of Interest Policy

- a) If the board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member(s) of the basis for such belief and allow the member an opportunity to explain the alleged failure to disclose.
- b) Board shall notify member(s) with possible violation(s) of the conflict of interest policy by Certified Mail to appear at a formal hearing no sooner than 6 days after notice has been served.
- c) If, after hearing the member(s) response, and after further investigation that may be warranted by the circumstances, the board determines that the member(s) failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### D Records of Proceedings

- a) As per Section 3 - Procedures, for any and all proceedings of the board, proper minutes shall be taken and will contain the following:
- b) The name(s) of the person(s) who disclosed or otherwise were found to have a financial interest in connection with an actual or potential conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's decision as to whether a

conflict of interest in fact exists.

- c) The name(s) of the person(s) present for the discussion of and votes relating to the transaction(s) or arrangement(s), the content of the discussion, any alternatives to the proposed transaction(s) or arrangement(s), and a formal record of any vote(s) taken in connection with the proceedings.
- d) The results of any proceedings will be mailed via Certified Mail to the person(s) involved in the alleged violations of the conflict of interest policy. Such results shall include the final judgment of the board along with any corrective actions the board has deemed necessary.

# Galveston County Youth Soccer By-Laws

## BY-LAW 1: Registration Rules

1. Player registration shall conform to the current BAYSA guidelines.
2. Players must be registered with accompanying birth certificate or a GCYS approved document, which will state the legal birth date of said player. Separated or divorced parents having joint custody must both sign the registration form.
3. GCYS will not be a party in custody or guardian disputes, and disruptions to the player's team or to the board from such disputes may result in the Board suspending membership for the player and parents. Reinstatement of membership in these circumstances will be at the discretion of the Board.

## BY-LAW 2: Team Formation

1. Teams will be formed along age groups and team sizes as directed in the current BAYSA Handbook, available online at [www.baysa.org](http://www.baysa.org) , and coaches must conform to league requirements for training and background checks. Additional laws within this by-law shall be in force where not in conflict with the current BAYSA Handbook.
2. Divisions and levels of play will be as defined by BAYSA, and currently are as defined below.

Game Size	Division	Level of Play	Age Range
3-aside	Division IV	Instructional	U-5 and U-6
4-aside	Division IV	Instructional	U-7 and U-8
6-aside	Division IV	Instructional	U-9
6-aside	Division IV	Instructional	U-10
8-aside	Division III	Recreational	U-11
8-aside	Division II	Competitive Classic	U-11
11-aside	Division III	Recreational	U-12 to U-19
11-aside	Division II	Competitive Classic	U-12 to U-19
11-aside	Division Super-2	Inter-association Competitive	U-12 to U-19
11-aside	Division I	Inter-association Competitive	U-12 to U-19

3. Super 2 and Division I teams shall follow the by-laws of their leagues wherever the rules are in conflict with GCYS by-laws.
4. Current team sizes are below, and may be changed as BAYSA requirements change.

Age	Playing Format	Maximum Roster Size
U5/U6	3v3	6 players
U7/U8	4v4	8 players
U9/U10	6v6	10 players
U-11	8v8	12 players
U12-U19 Fall	11 aside	18 players
U11-U19 Spring	6v6	10 players

5. No player shall be registered who will not be at least 4 years of age by July 31.
6. All Division III and Division IV players will be selected for teams by a blind draft at each field size change (i.e. 3v3, 4v4, 6v6, 8v8, 11v11) in the requested city of the registered player. Every effort will be made to place the players in the city requested on the registration form. If a team cannot be formed in the requested city, then the player will be placed on a team in the closest proximity of his/her city. Division II teams will be formed according to By-Law 4. **Revised 04/21/08**
7. Draft Rules **Revised 04/21/08**
  - a) The coordinator for that field size, registrar, coaches, and 2 current board members will conduct the blind draft. Player names are selected at random and placed on teams. Final rosters are reported to the registrar for that city (U6-U10) along with a copy to the head registrar. U11 and up will be sent directly to the head registrar.

- b) All players attached to the team from the prior fall season (if not moving up to another field size) will return to the same team, unless his or her parent/guardian has requested in writing to be placed in the blind draft.
- c) During the draft, for teams with 2 (two) age groups, the players' application should be arranged by age and drafted as equally as possible to all teams in that age group. This applies only to U6 and U8.
- d) For all age groups, this will allow for players to remain on the same team IF all players registrar before late registration deadline. NO PLAYER WILL BE AUTOMATICALLY RETURNED TO THE SAME TEAM IF THE PLAYER HAS NOT REGISTERED.
- e) All new registered players will be placed in the draft; no team request will be honored. Exception is stated in 7. f.
- f) Sibling and Hardship cases: Siblings can be linked as a single selection that will count as two consecutive player selections for the respective team in the draft. Hardship situations should be a rarity and approved by the Board for two non-sibling players to be joined as a single selection.
- g) A player/parent can request not to be placed on a single, specific team or with a certain coach. The only exception is one coach and one assistant's children will count as the first and/or second pick in the draft.
- h) Teams are formed prior to the beginning of each fall.
- i) Spring season: Unless a player requests otherwise, a player will be assigned to their fall team for the spring season. Individual players whose team does not return for the spring season will be placed in a player draft for team formation. Players requesting to not return to their fall team, new players to the club, and players transferring from other BAYSA clubs will be placed in the draft pool for team formation. Returning players retain the right to their spot on their fall team provided they are registered with the club by the spring registration deadline.

### **BYLAW 3: COACHES**

#### Applications and Selection

- 1 Coaches that apply to coach teams within GCYS will be selected by the Board.
  - a) Written applications from prospective coaches must be submitted to the President of GCYS by the last Saturday in May. Incomplete applications may not be considered.
  - b) The President will review the applications and make his recommendations to the GCYS Board at which time the GCYS Board will vote to agree with the recommendations or to refuse the proposed recommendations.
  - c) The recommendations can at this time be amended if the Board chooses to do so.
- 2 Licenses and Education
  - a) Coaches are required to have a license for the module that pertains to the age group they are coaching.
  - b) All 11-aside coaches must take a referee clinic. Coaches are required to attend a coaches meeting, and to fill field monitor positions.
  - c) Coaches will be required to attend all GCYS monthly meetings, and if they are unable to they are responsible for sending a representative in their place.

### **BYLAW 4 - TEAM SELECTION- Divisions 2 (Revised 05/19/08)**

1. At least two tryouts must be held before each season to select players. All players are encouraged to participate in the tryouts. The advertisement of tryouts will be set by the Board or Board representative responsible for team selection. All age groups will have the same tryout dates and will be advertised on the club's website at least 2 weeks prior to the tryout dates.
2. No player shall be forced to play on a Division II team or upper level.
3. No player may be selected on a Division II team unless the player has attended a tryout.
4. The Board shall assign a representative to assist coaches at the tryouts.
5. Date for the Division II level tryouts will be announced at registration.
6. Division II level teams will be formed prior to the formation of any team within the Division III level.
7. Any player not assigned to a Division II team will be returned to the Division III draft pool.
8. Players will not be exchanged between levels after teams are formed.

### **BYLAW 5: CHANGES:**

Changes to the Bylaws require the change to be proposed at a regularly scheduled board meeting and placed on the agenda for a vote at the next regularly scheduled meeting.

### **BYLAW 6: PLAY UPS:**

Due to the unique level of play and team formation of competitive teams, players wanting to "play up" into a higher age group must get Board approval.

## BYLAW 7: ABUSE

- 1) **Verbal Abuse:** The verbal abuse of any persons involved with the operations of the GCYS will not be tolerated. These individuals include; board members, committee members, coaches, assistant coaches, trainers, referees and anyone recognized by GCYS as working in a capacity of volunteer. Anyone reported to have engaged in verbally abusing someone involved with GCYS will be asked to meet with the President or designated representative or both in order to resolve any disputes or issues. The degree of the abuse and the disciplinary actions to be imposed by the club will be at the discretion of the President or Vice President; they will decide which of the following measures will be taken:
  - a) One time verbal warning that will be recorded for future reference. This warning will be in effect until the next year begins.
  - b) Suspension from any games or practices held by GCYS teams for a period of two weeks.
  - c) A second verbal warning to same offender will be grounds for suspension for the remainder of the year. They may not attend games, tournaments, or practices hosted by the GCYS. Authorities will be used if necessary to enforce the rule.
- 2) **Physical abuse:** Physical abuses at any event (including practice) under the control of GCYS will be asked to immediately leave and will not be allowed to associate with the club in any capacity without approval from the GCYS board. Authorities will be used to remove said personnel from buildings, fields of play, or parking areas associated with the GCYS event or practice if necessary. Any filing of criminal charges will be at the discretion of the individuals involved.
- 3) If anyone wishes to appeal any decision of the President or Vice President, they may ask to come before the GCYS Board and state their case.
- 4) In cases in which individuals involved with the GCYS are the abusers, they will be required to report before the Board and state their case at which time a ruling may be made. This may be board members, committee members, coaches and or any volunteers.
- 5) Definitions of Abuse:
  - a) To use wrongly or improperly; to misuse.
  - b) To hurt or injure physically by maltreatment.
  - c) To assail with contemptuous, coarse, or insulting words; revile.